CITY OF NAPA
CITY CLERK's DEPARTMENT
RECORDS RETRIEVAL WITH SIRE

PART I – INTRODUCTION TO SIRE WebCenter

With SIRE WebCenter your worries are gone. You can access and share documents across the city or across the globe. SIRE WebCenter is truly a universal solution. Just use any Web browser to log on. SIRE WebCenter is not difficult to use either. Its intuitive interface provides a simple, easy-to-understand approach to document retrieval.

LOGIN

To access City of Napa documents, go to our home page (www.cityofnapa.org) and click on **Public Records**. (Public Records is the front door to the City's electronic document imaging program.)

PART II – RETRIEVING DOCUMENTS

All Public Documents. If you are not sure what specific document you are looking for, click on this field and type in keyword(s) to search all public documents. Example: clothesline* (will find the word in singular or plural format). (The asterisk is called a wild card). Also you need to put phrases containing of, if, etc. in quotes to search. Example: "League of California Cities". This narrows the search to exactly as it is typed. Otherwise, this becomes an individual search on each word, which is an unrealistic type search.

Agendas. Click on this field to search Agendas by a specific year (use drop down arrow to select year); or a specific date; or by keyword(s) or browse all Agendas. To find Housing or Redevelopment Agendas, use the Login and Create Your Own Searches icon.

Agenda Reports. Click on this field to search Agendas Reports by a specific year (use the drop down arrow to select year); or a specific date; or by keyword(s) or browse all Agenda Reports. To find Housing or Redevelopment Agenda Reports, use the Login and Create Your Own Searches icon.

Minutes. Click on this field to search Minutes by a specific year (use drop down arrow to select year); or a specific date; or by keyword(s); or by Board Council (use drop down arrow to select Board Council); or browser all Minutes. To find Housing or Redevelopment Minutes, use the Login and Create Your Own Searches icon.

Agreements/Contracts. Click on this field to search Agreements/Contracts by keyword(s) or by number.

Resolutions. Click on this field to search City Council Resolutions by a specific year (use drop down arrow to select year); or by Resolution Number (Years 1999 to current use an R in front of the year (example: R2004 5)); (Years 1998 or earlier just type in the number (example: 98 240)); or by keyword(s) or to find Policy Resolutions. To find Housing, Community Development - Planning, or Redevelopment Resolutions, use the Login and Create Your Own Searches icon.

Ordinances. Click on this field to search Ordinances by a specific year (use drop down arrow to select Year); or by Ordinance Number (Years 1993 to current use an O in front of the year (example: O2004 5) with the exception O92 001 thru O92 11)); (The rest of Years 1992 or earlier just type in the number (example: 4290)) – make sure you type in the letter O and not the number zero before the year you are requesting; or by keyword(s).

Municipal Code. Type in either a keyword then click on search or just click on search. Click on **view.** Click on **Download Native File** located at the bottom of the screen. (Since the Municipal Code in already in PDF, it can only be downloaded as a native file). You can use the **scroll bar** to view each page, or click on the **arrows** located at the bottom of the screen to view the first page, individual pages, or the last page. You can also use the **binocular search** located on the third toolbar on top of the screen. Once you click on the binocular search, a **Search PDF** box appears. Enter the word or phrase in this box then click on **Search. As long as you have the results capability,** just click on each individual result till you find the section wanted. From here you can print the whole document or individual pages. Just click on the print icon and choose the type of page selection wanted. You can also E-mail the whole document or individual pages. To E-mail the entire document just click on the E-mail icon. To E-mail individual pages or certain page ranges click on the print icon, change the printer to Adobe PDF, and choose the type of page selection, then choose ok. **Otherwise click on the next binocular search** till you find the section wanted then follow the print and E-mail instructions previously stated.

PART III – VIEWING DOCUMENTS, DOWLOADING DOCUMENTS, PRINTING DOCUMENTS, AND E-MAILING DOCUMENTS

Once you bring up your SEARCH RESULTS screen, you can now **view the context and/or highlighted text. Search Results will appear with the number of hits and folders found**. The folders are displayed in increments of 50; to view the next set of folders click on the next set of numbers (1, 2, 3, 4, etc.) Click on the word "Date" to obtain ascend or descend date order or click on Type, Board Council or Subject, etc. to obtain alphabetical order. **Click on the view** to see each page or each context highlight page and **use the blue arrows** to maneuver through each highlight. **Click** on the **down arrow** from the **Viewing File** to scroll through each page or **click** on **Next File** to scroll through each page.

At the very bottom of this screen you can <u>Download Native File</u> (this will download only the one page number that you have selected in **Viewing File** or <u>Download File as PDF</u> (this will download only the page number that you have selected in **Viewing File** or <u>Download All as PDF</u> or <u>Download All as MPT</u> or <u>Download a Range of Pages</u>.

Once in Download View or Go To Folder view you can **print** a single page or multiple pages or E-mail a single page or multiple pages by clicking on your print icon or mail icon in your web browser.

PART IV - LOGIN AND CREATE YOUR OWN SEARCHES

Use this section if you need more refined searches. Once you are in this section type in public for both your username and password; now click login.

SIMPLE SEARCH
CABINET pull down the menu and select the desired department; most likely you'll be searching most documents in the City Clerk cabinet. **SEARCH TEXT** type in the word(s) you're looking for. Make sure Full Text box is checked then click search. **Follow the same procedures as PART III above to view documents, etc.**

ADVANCED SEARCH
CABINET pull down the menu and select the desired department; most likely you'll be searching most documents in the City Clerk cabinet.
FIELD pull down the menu and select CC Type (this would be the document you are looking for); leave **CONDITION** as is equal to [=]; **VALUE(s)** pull down the menu to select the document (agenda, minutes, muni code, ordinance or resolution, etc.) you are looking for; now click on **ADD**. If you added the wrong value, just highlight the information (example ==‘CC Type=”Resolution’==), click on the **DELETE** button and ADD the correct value. If you're not exactly sure how the number or subject of a document is typed, under Condition pull down the arrow and add contains to your search. <u>**Example**</u>: **Cabinet** – City Clerk; **Field** – Subject; **Condition** – Contains; **Value(s)** – Hoffman; Click on **Add** then Click on **Search**.

For a FULL TEXT SEARCH CRITERIA type in the word(s) or phrase you need searched. Now click on **SEARCH**.
Search Results will appear with the number of hits and folders found. **Follow the same procedures as PART III above to view documents, etc.**

NOTE: When selecting the **FIELD** – Date, in the **Value(s**) area need to type as 07/31/2004; cannot type as 7-30-04 or 7/30/04, etc. and under condition you now have **IS BETWEEN** as a choice (example 01/01/2003 & 08/10/2004).

To do another search click on <u>Back To Search</u>. When finishing search but sure to click on <u>Logout</u>.

CROSS CABINET SEARCH
Search all cabinets (departments) or specific cabinets (departments) for certain text at the same time. To select the cabinet(s), click on SELECT ALL first, hold down the CTRL key and click on the cabinet(s) that you don't want. Now type in SEARCH TEXT the key word(s) you are trying to acquire, check FULL TEXT, and now click on SEARCH.

Search Results will appear with the number of hits and folders found. **Follow the same procedures as PART III above to view documents, etc.**

PART V – WILDCARDS, NOISE WORDS AND FULL-TEXT SEARCHES

Wildcards can be use in any search to stand for one or more characters and to use in place of noise words.

* (asterisk): Represents any number of missing characters (including zero). For example: govern*s would find words such as governors, governments, and governs.
An * (asterisk) can also be used in place of **noise words** such as **of, if, the, as, a,** etc. For example: League * California Cities would find League of California Cities. Otherwise if you typed in League of California Cities, no search results would be found (unless placed in quotes – "League of California Cities") because the word **of** would appear in probably most documents and that would produce such a massive unrealistic search. **?** (**question mark**): Represents a single character. For example: govern? would find a word such as governs.

FULL TEXT SEARCHES

AND – Use the **AND** connector in a search request to connect two expressions, both of which must be found in any document retrieved. For example: storm water and events would retrieve any document that contained both phrases.

OR – Use the **OR** connector in a search request to connect two expressions, at least one of which must be found in any document retrieved. For example: storm water or events would retrieve any document that contained storm water, events, or both.

WITHIN – Use the **W/N** connector in a search request to specify that one word or phrase must occur within so many words of the other. For example: storm or water and events w/5 stewardship would retrieve any document that contained storm or water and events within 5 words of stewardship.

NOT – Use **NOT** in front of any search expression to reverse its meaning. This allows you to exclude documents from a search. For example: storm water and not events would retrieve all documents that did not contain events.

FUZZY LOGIC – **Fuzzy** searching will find a word even if it is misspelled. This can be quite useful when you are searching text that may contain typographical errors. For example: a

fuzzy search for Stanlee Ranch would find Stanley Ranch and Stanly Ranch. In the Advanced Search, there is a box to check for a Fuzzy word search.

PHONIC – **Phonic** searching looks for a word that sounds like the word you are searching for and begins with the same letter. For example: a phonic search for Smith will also find Smithe and Smythe.   In the Advanced Search, there is a box to check for a Phonic word search.

STEMMING – **Stemming** extends a search to cover grammatical variations on a word. For example: a search for applied would also find applying, applies and apply. In the Advanced Search, there is a box to check for a Stemming word search.

IF YOU NEED FURTHER ASSISTANCE, PLEASE CONTACT THE CITY OF NAPA's OPTICAL IMAGING STAFF AT (707) 258-7800 (ext. 7751 on Tuesdays and Thursday) and (ext. 7325 on Mondays, Wednesdays, and Fridays).

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